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Bookkeepers helping Bookkeepers help Business

May 2013

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Web version](#)

News, views and things you need to know

Welcome to the ICB's May 2013 Members Newsletter. You can read this newsletter online by [clicking here](#)

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In this month's [Members Newsletter](#) you will find the following additional information:

Important news for you

- ICB Members have access to the full suite of End of Year Support Notes
- ICB End of Year Checklist
- ICB End of Year Payroll Checklist
- Bookkeepers Best Practice Impact on June 7 July 2013 Payroll
- MYOB 2013 End of Year Checklist
- Xero 2013 End of Year Checklist
- Intuit 2013 End of Year Checklist
- Reckon 2013 End of Year Checklist

Other things happening in the world

- Oh dear, a Windows 8 machine..... What do I do now?



End of Year - ICB Guides, Checklists and Support Notes

End of Year kit of information, resources, guides and checklists available to Members of ICB.

End of Year

ICB Resource Kit

Information from ICB

Useful for:

Particularly for anyone doing End of Year for the first time and also those who would like to revise the process and check that they have covered everything.

Context Introduction

All the ICB references and checklists you need to complete your End of Year and End of Payroll Year processes.

ICB Policy and Process Kit

- [EOY Checklist – What needs to be done at EOY?](#)
- Supporting Notes to EOY Checklist
 - [EOY#1 – Reconcile Bank, Loans and Clearing Accounts](#)
 - [EOY#2 – Reconcile Debtors and Creditors including Multi-currency](#)
 - [EOY#3 – Reconcile Superannuation](#)
 - [EOY#4 – Reconcile PAYGW with BAS](#)
 - [EOY#5 – Reconcile Payroll Tax](#)
 - [EOY#6 – Reconcile Loan Accounts and Inter-Company Loans](#)
 - [EOY#7 – Reconcile Inventory](#)
 - [EOY#8 – Reconcile GST and BAS](#)
 - [EOY#9 – Review Assets Bought and Sold](#)
 - [EOY#10 – EOY Adjustments](#)
 - [EOY#11 – Start a new Financial Year](#)
- [EOY Payroll Checklist](#)
- [PAYG Payment Summary Guide:](#)
 - Preparing Payment Summaries
 - Process Payment Summaries
 - How to for FBT, RESC, ETP's
 - Lodging Payments Summaries
 - Amending Payment Summaries
- [Taxable Payments Annual Report \(TPAR\) for the Building Industry](#)
- [Client Pack](#)
- [MYOB EOY Checklist](#)
- [Xero EOY Checklist](#)
- [Intuit EOY Checklist](#)
- [Reckon EOY Checklist](#)

External Resources:

- ATO - [Superannuation Guarantee Charge Statement](#)
- ATO - [Taxable Payments Annual Report Guide](#)

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End of Year - What you need to remember

Review and clarify all Balances on the Balance Sheet

[Refer to EOY Checklist](#)

Bank, Loans and Clearing Accounts

- undeposited funds
- electronic clearing
- clearing accounts
- loan accounts
- Payroll Clearing

Debtors (Customers) and Creditors(Suppliers)

- Write off Bad Debts
- Foreign Debtors and Creditors adjust to 30 June rate of exchange
- Customer Deposits – Does the value equal Customer Orders Paid?
- Supplier Deposits – Does the value equal Supplier Orders Paid?
- Review Outstanding Sales and Purchases Orders
- Make notes for the Client and Accountant

Assets

- Define all assets bought in the year either in memo field of asset or ICB spreadsheet

Stock

- Stock on Hand Item report = Balance Sheet Stock on Hand

BAS and GST Accounts

- Reconcile GST to June BAS and Debtors/Creditors
- Reconcile BAS for the year
- Correcting mistakes on BAS

Providing information to Client and Accountant

- What to provide to the client? 'Client Pack'
- What to provide to the Accountant? 'Accountant Pack'

Payroll and Payment Summaries, Remember to:

Payroll Checklist

- Reconcile PAYGW and W1 to BAS's
- Reconcile Superannuation
- Reconcile Payroll Tax
- Prepare Payment Summaries
- ETP change
- Lodging EMPDUPE file
- Amending Payment Summaries

Superannuation Changes for 2013/2014

- Last Pay for 2013 and SGC Increase
- Backup Pay for 2013 but paid in July 2013 SGC 9.25%
- SGC Increase 9.25%
- SGC Age Limit of 70 years abolished – Add SGC Super Category to Employee
- Work Test for 65-75 years – Must work 40 hours during a consecutive 30 day period in a financial year to make additional super payments

Taxable Payments Reporting

- What is TPR
- Legislation restrictions for bookkeepers/Bas Agents
- Best Practice 'Flag' 'Report' 'Send'
- Working within the software

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Changes to Employment Termination Payments (ETP)

From 1st July, 2012 Employment Termination Payments (ETP) now have new codes. The codes are split between either Life or Death Benefit (see below).

You need to define the ETP with one of the following codes:

Employment Termination Payment Additional Information
Benefit Type: None / Life / Death



Life Benefit ETP Codes

Code	Description
R	ETP Made because of one of the following: <ul style="list-style-type: none">• Early retirement scheme• Genuine redundancy• Invalidity• Compensation by<ul style="list-style-type: none">○ Personal injury○ Unfair dismissal○ Harassment○ Discrimination

O	Other ETP not described by R, for example, golden handshake, gratuity, payment in lieu of notice, payment for unused sick leave, payment for unused rostered days off
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Multiple payments for the same termination

S	You made a Code R payment to your employee in a previous income year for the same termination
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P	You made a Code O Payment to your employee in a previous income year for the same termination
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Death Benefit ETP Codes

Code	Description
D	Death Benefit ETP paid to a dependant of the deceased
B	Death Benefit ETP paid to a non-dependant of the deceased and you made a termination payment to the non-dependant in a previous income year for the same termination
N	Death Benefit ETP paid to a non-dependant of the deceased
T	Death Benefit ETP paid to a trustee of the deceased estate

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How to lodge an EMPDUPE file

1. Post the EMPDUPE with Magnetic Media Form

2. Check the details on the Magnetic Media Form and:

- o Fill in the postal address ('as above' if appropriate)
- o Put an X in the box next to the type of file you are sending
- o Write a 6 Digit 'Identifier' on the outside of the file you are sending and also write it in the space provided on the form
- o Send the file and the form to one of the addresses at the bottom of the form, depending on the media type of your file.



3. Electronically sending the EMPDUPE

You can NOW lodge the EMPDUPE file via Electronic Process using ECI Lodgement or GOV Reports or the file transfer via your BAS agent portal.

To do this you must:-

1. Gain authority from the client to add them to your BAS Portal (Refer: [ICB resources/BAS Agent](#))
2. Gain authority from the client to lodge the EMPDUPE File electronically (Refer: [ICB resources/payroll](#))
3. Provide the client with a receipt of lodgement (GovReports provides this instantly) (Refer: [ICB resources/BAS Agent/GovReports](#))

A. Electronic Lodging Processes via 

Step 1 - Log onto GovReports

Step 2 - Go to client by 'Select Client List'

Step 3 - Select Client and Form - Select –PAYG Annual Summary – Lodge

Step 4 - Uploading an EMPDUPE file – Choose Import EMPDUPE File, then click on Choose File and navigate to folder of your client's payroll and select EMPDUPE, this will upload into GovReports.

Step 5 – Select ‘Read File’, and view the information

Step 6 - Once you are satisfied you can Pre-Lodge, which tests the information and then Lodge or you can ‘Save’ and lodge later

Step 7 - If you have Pre-Lodge or saved and are ready to lodge – go to the Queue.

Select Lodgement, Queue. You will see that everything you have ‘Saved’ is listed and you can choose to Lodge All or only Lodge Selected

Step 8 - Once lodged you will receive email acknowledgement which you send a copy to your client

For more detail on using GovReports please refer to the ICB resource:

<http://www.icb.org.au/Resources/GovReports>

B. ATO Bas Agent Portal:



Step 1: Access Portal - The file transfer facility is accessed from the Main screen. (See to the left and below). You DO NOT access the relevant client – but this is a file lodgment facility that the ATO will administer separately to your client directory.

Step 2: Select “Lodge File”

Lodge file

* denotes mandatory item

[What reports can I lodge here?](#)

Do you want to test or lodge this file?

* Test Lodge

Files submitted for testing will be sent to the ATO and validated but not lodged.

Files submitted for lodging will be sent to the ATO, validated and lodged if no errors are detected.

File name: *

Your AUSKey details will be used to digitally sign this lodgment.

* I declare that the information given in this file is true and correct

Step 3: Select ‘Lodge’

Step 4: Select Browse and navigate to folder of your client’s payroll and select EMPDUPE file

Step 5: Once the file is uploaded, tick box for AUSKey details declaration and SUBMIT

Step 6: To check that your file lodged, Select File Status (see left)

File Status

The File status - in progress screen will display after the file is uploaded and indicates it is in the process of being validated for correct file type and authorisation. The file will not be lodged if errors are detected. Once the file upload process is completed, a file reference number is provided.

You can filter the report to only show Payment Summary status lodgement.

The screenshot shows the 'File status' filter form. It includes fields for 'Filter by:', 'File type' (set to 'Payment summary annual report (PSAR)'), 'File name' (set to 'empdupe'), 'For the period' (From and To dates), 'Supplier ABN', 'Status' (set to 'Lodge successful'), and 'ATO reference'.

- Choose status
- Test successful
- Lodge successful
- Test successful with warning
- Lodge successful with warning
- Test failed
- Lodge failed
- Validation in progress
- Archived
- Sent by ATO

Accounting Software versions that can produce EMPDUPE for Payment Summaries

Software	Software Version	EMPDUPE File version
MYOB Australia		
AccountRight Plus 2013	AR2013	11.0
AccountRight Plus 2011/2012	AR2011	10.0
AccountRight Plus, Premier, Enterprise	V19.5, V19.6, V19.7, V19.8	10.0
AccountRight Plus, Premier, Enterprise	V19	10.0
MYOB Accounting Plus	V18.5	9.0
MYOB Premier	V12.5	9.0
MYOB Enterprise	V6.5	9.0
Reckon Australia		
Reckon Plus, Pro, Premier and Ent 2013/14	2013/14	11.0
Reckon Plus, Pro, Premier and Ent 2012/13	2012/13	10.0
Reckon Plus, Pro, Premier and Ent 2011/12	2011/12	10.0
Reckon Plus, Pro, Premier and Ent 2010/11	2010/11	9.0
Intuit		
Intuit Web Payroll after 1st July, 2013 pay cycle	2013/14 Automatic	10.0 + 11.0
Xero		
Xero with Integrated Payroll after 1st July, 2013 pay cycle	2013/14 Automatic	10.0 + 11.0

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Amending Payment Summaries

There are varying reasons why you would need to amend a payment summary and the following outlines just a few:

- If you made a mistake with any of the amounts in your completed PAYG payment summary statement and you have already sent it to the ATO.
- If you have amended any of the amounts of the payment summaries issued to payees
- If you are sending payment summaries that you did not send before
- If you reported an incorrect RESC value



There is a process that the ATO require you need to follow in sending an amended EMPDUPE file or NEW payment summary. Equally all amendments must be reported to the ATO within 21 days after providing the amended payment summary to the employee.

Electronic Lodgement of the Amendment

Electronic EMPDUPE file: It is possible to lodge amended PAYG Payment Summary electronically with the ATO either using ECI or an electronic media.

The following shows the process for MYOB and Reckon accounting software packages and manual process.



Current versions of MYOB and Xero are unable to create an amended EMPDUPE file, therefore our solution is to lodge the Amended Payment Summary EMPDUPE using GovReports

- a. Use MYOB or Xero to re-issue the payment summary to the employee/s
- b. Simply re-create the EMPDUPE with ONLY the payment summary that requires AMENDMENT and NOT all the payments summaries of the business.
- c. Access GovReports, load the EMPDUPE file and tick the Amendment Yes flag in the Step 3 of the Lodgment process in GovReports.

A screenshot of the 'STEP 3 : Lodgment' form in GovReports. The form has a light blue header with the title 'STEP 3 : Lodgment' and an information icon. Below the header, there are two main sections. The first section is 'Is Amendment', which contains a checkbox labeled 'if yes mark ✓'. This checkbox is highlighted with a red rectangular border. The second section is 'Lodgment Type', which contains four radio button options: 'Save as Draft (Will not validate with the SBR, Saves form/data as draft for later use)', 'Prelodge (Validates data with the SBR. but your form/data will not be saved)', 'Save (Validates data with the SBR. if valid, saves the form/data and moves it to Queue)', and 'Lodge'.

Alternatively Lodge the Amended Payment Summary EMPDUPE using ECI, if possible and re-issue the payment summary to the employee/s

Snail Mail: Lodge the Amended Payment Summary EMPDUPE via CD/Mail

- a. Re-Issue the payment summary to the employee/s
- b. Simply re-create the EMPDUPE with ONLY the payment summary that requires AMENDMENT and NOT all the payments summaries of the business
- c. Burn the EMPDUPE to a CD and Label CD 'AMENDED' Payment Summary
- d. Print the ATO Electronic Form and label AMENDMENT
- e. Write a Letter to the ATO stating an AMENDMENT is required for Payment Summary 'A, B and C'
- f. Send to ATO using the following address
MIPS
Australian Taxation Office
PO Box 923
Albury NSW 2640

To generate an amended payment summary:

1. Go to the Employees menu and click Process Payment Summaries.
2. Select the Tax Year (do not select any tax year prior to 2007/08).
3. Select Generate Payment Summaries as 'Amended'.
4. In the employees list, select only the employees that have had payment summary information amended.
5. Click OK.
6. Click Electronic File to create an EMPDUPE file and select a location to save it. The EMPDUPE file will indicate that the payment summary has been amended.

Manual Lodgement of the Amendment

According to ATO the procedure for amending PAYG Payment Summary Statement is to complete a NEW PAYG Payment Summary statement, marking the 'amending a payment summary statement box' with an "X" if you:

You should then complete the amended PAYG Summary Statement in full, detailed ALL payment summaries issued by you for the financial year.



Australian Government
Australian Taxation Office

PAYG payment summary statement



34470412

WHAT THIS FORM IS FOR

This form is part of the annual report that must be lodged by pay as you go withholding payers, when they choose to report on paper.

This form should only be completed for the 2010 financial year or later.

Refer to the instructions on the back for how to complete this form.

Print clearly in BLOCK LETTERS with a black pen only.

Do not use rubber stamps to show never details

Complete and send this form to us by 14 August with the Tax Office originals of the payment summaries issued. Do not use this form if you report using electronic media.

Send your completed form to:
Australian Taxation Office
Locked Bag 50
PENRITH NSW 2740

If you are **amending a payment summary statement** you have already sent, place X in this box

Statement for year ending 30 June

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SGC Changes

SGC Rate Increase to 9.25%

The Superannuation Guarantee Charge for the first time in ten years is set to increase: - it will become 9.25% on the 1st July 2013, gradually increasing over the next several years to 12%

The Super Guarantee charge Percentage %

Period	Super Guarantee Charge %
1 July 2003 – 30 June 2013	9%
1 July 2013 – 30 June 2014	9.25%
1 July 2014 – 30 June 2015	9.5%
1 July 2015 – 30 June 2016	10%
1 July 2016 – 30 June 2017	10.5%

1 July 2017 – 30 June 2018	11%
1 July 2018 – 30 June 2019	11.5%
1 July 2019 – 30 June 2020 onwards	12%

The new 9.25% rate is applied to salary/OTE amounts paid after 30 June 2013, irrespective of when those amounts accrued.

The 9% rate applies to OTE/salary paid up to 30 June 2013.

The new 9.25% rate will apply to OTE/salary amounts paid from 1 July 2013 onwards (2013-14 year).

Practical Examples

1. If on the 2nd July 2013 a payment of wages (OTE) is being made for the previous month, which rate applies? 9% as it was for the quarter before the change or does 9.25% apply as it was paid after the date of change?

Answer: On 2 July 2013 the wages are paid to an employee for June 2013. The SG contribution is to be calculated at the 9.25% rate.

If the wage was PAID in June but on 2 July 2013 the SG contributions are made on, the SG contribution is to be calculated at the 9% rate.

2. Alternatively if the payment was on the 2nd July for the week so that 5 days was pre 30 June and 2 days after 30 June is the rate different ie 9% for the 5 days pre 30 June and 9.25% for the 2 days after?

Answer: On 2 July 2013 OTE is paid to an employee that relates partly to unpaid wages accrued up to 30 June 2013 and partly to work performed after 30 June 2013. The SG contribution is to be calculated at the new rate of 9.25% on the full amount of OTE which is paid on 2 July 2013.

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End of Year Checklist inside the Software

ICB Members have access to product specific End of Year Checklists.



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Best Practice Bookkeeping

Single Ledger

Single Ledger - accounting packages viewed by all; the business, the bookkeeper and the accountant

The concept is simple: All parties able to work off the same set of data but working with a view of that data that suits them.

"Different views of the same information"

XERO

In the Xero concept it really isn't a different view but a concept of providing a means to report differently.

There are two different things going on.

The first is a reporting engine that is modern and flexible allowing you to create firm wide templates and apply them to all clients. Also allowing customisation of management reports. They have a good and flexible reporting engine accessing the original data.

The second is the creation of a report code to each chart line. That report code is then used to detail where each line from the normal chart is recoded or repositioned to provide the accounting reports. Further information from Xero available at:

https://help.xero.com/au/#ReportPack_Adviser

The following videos are the Xero explanation

<http://vimeo.com/58676314>

<http://vimeo.com/50954477>

and

<http://www.xero.com/partners/>

We note that there is a fair bit of "marketing" explanation of the Xero implementation in a couple of these videos. Get beyond the "it is all new" and look for how they have made management and statutory reporting work in their environment.

MYOB

Describes it as "The Common Ledger"

Their marketing describes it as: "This development allows you to complete all of your Client Accounting work (including electronic workpapers and the creation of statutory reports), directly from your clients file in the cloud without ever leaving your Practice Software."

"The integration of AccountRight Live with the AO and AE Client Accounting module allows accountants to read, write and interact on the same set of data as their clients in real time – the ultimate beauty of the Common Ledger."

See full article: <http://myob.com.au/blog/accountants-roadshow-kickoff-au/#ixzz2OVeBsdua>

Again there is a bit of "marketing" information provided, however it appears that through their new API integration and interaction between their Accountants suites of software and the client AR packages they are achieving the same outcome as Xero. A linking of the clients chart to the Accountants reporting requirements.

MYOB have had alternate reporting codes available in their AR product for many years, they are now moving to create a direct connection between the accountants packages and the AR products.

MYOB explaining their 'Single Ledger'

From the **2013 MYOB Accountants Roadshow**, the entire presentation: <http://youtu.be/P15WVha8iJg>

In order to prioritise some specific timestamps that you might get the most value from quickly [click here for full details](#).

[Single Ledger - PDF extracted from ICB's Annual Conference, March 2013](#)



Taxable Payments Reporting

See ICB one pager system guidance about the TPAR at <http://www.icb.org.au/resources/bci-reporting>

Mailout for the Building and Construction Industry

From the ATO

Next week the ATO will be emailing tax agents they have identified as having clients in the building and construction industry. The email will include a list of those clients the ATO are writing to about lodging the first Taxable payments annual report, and a sample of the letter we are sending.

If you are a BAS agent, you should be aware that taxable payments reporting is not required under a BAS provision. Therefore you cannot provide advice on this matter or assist in the lodgment of the report. There may be instances where the letter may come to you and we ask that you forward it to your client.

For more information, refer to [Mailout for the building and construction industry](#).

Taxable Payments Reporting - Construction industry – it's just not that hard

Please note "advice" on the TPAR system and "lodging" the form is NOT **currently** a BAS Agent service nor a bookkeeper service. A client can do it themselves - our system and templates etc. advises a business about this.

Our members who are contractor bookkeepers can:

- provide the general information - see ICB templates
- seek client direction - see the procedure
- they can run the software to produce the forms
- the client can then verify and lodge

The member cannot be relied on for the implementation nor the accuracy of the system in this regard, at this point in time.

PLEASE NOTE - it seems there are some bookkeepers wanting to do some work on this THAT IS NOT REQUIRED

1. It is NOT a requirement of this system for the taxpayer to advise all their suppliers of what they are telling the tax office - it might be nice to - but IT IS NOT REQUIRED and therefore you should **NOT** do this work unless the client **KNOWS** it is not required but they **TELL YOU TO DO IT**.
2. It is NOT a requirement to split invoices between labour and goods. The Law **DOES NOT** require a dissection between what is on the suppliers invoice. **DO NOT DISSECT** the invoices unless the client specifically has instructed you to and that they know it **IS NOT REQUIRED**.

Unless you are a tax agent or an employee of the business **YOU CANNOT** advise the business **NOR** lodge the form.

BAS Agents should **NOT** use their own AUSkey to lodge the forms.

See below for lodging by mail - noting the ATO are **NOT** yet able to receive this as they are yet to design a form.

ALSO NOTE: We are still hoping this law changes before 30 June and BAS Agents will be able to advise and lodge - but this is subject to government.

Please note the following:

Clients should lodge via their AUSKey on their business portal. We don't see any real reason to go via the tax agent.

See ICB one pager system guidance about the TPAR at <http://www.icb.org.au/resources/bci-reporting>

The client can mail it - following information from the ATO

<http://www.ato.gov.au/businesses/content.aspx?menuid=0&doc=/content/00313486.htm&page=7&H7>

Electronic storage media

If you are unable to lodge online, for this first year only, you can lodge using electronic storage media such as:

- floppy or zip disks
- CD-ROMs
- DVDs
- flash drives or USBs.

To lodge the Taxable payments annual report using electronic storage media, you need to create an electronic annual report data file using accounting software. This accounting software must meet our requirements.

More information about lodging using electronic storage media, including how to mark your media and where to send it, will be available closer to the due date for lodgment of the report.

Note: Spreadsheets will not be accepted.

Paper

If you want to lodge a paper form, you must complete and send the [Taxable payments annual report](#) to the ATO. You must use this form. You can obtain a printed copy by noting the full title or NAT number and either:

- ordering from our [online publications ordering service](#)
- phoning the ATO Publications Distribution Service on **1300 720 092**.

Note: If you have more than nine contractors, you will need to order additional forms

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BAS Agent Information

ATO writes to Directors about PAYG debts

Letters to directors with outstanding obligations

On 1 July 2012, changes were made to the tax and superannuation laws to reduce the scope for companies avoiding liabilities and payments of employee entitlements.

About the ATO letter

Commencing in late April 2013, we will be sending letters to directors of companies that have unpaid pay as you go (PAYG) withholding amounts. Some of these directors may be your clients.

The letter explains the director's obligations and personal risk in relation to their company's PAYG withholding debt.

It encourages directors to ensure their company addresses the outstanding PAYG withholding debt either by paying it immediately or establishing with us an agreed payment arrangement.

Checking outstanding PAYG withholding

There are two ways you can check which of your clients have outstanding PAYG withholding amounts on the Tax Agent Portal.

For a snap shot of account balances since the last time we refreshed the report, you can view the Client running balance report.

Or for a the real time view of a client's balance and transaction history, you can follow the steps below.

To view a specific client's account, once you have logged into the portal:

- Go to Your clients in the left-side menu.
- Enter your client's Australian business number (ABN) or tax file number (TFN).
- Select Search. You will be taken to the Client account list screen, which displays all accounts and their balances that you are authorised to view for that client.
- Select the required account to view the account transactions. You will be taken to the Itemised account - by Tax Office processed date screen. From here, you can
 - view transactions on an account processed within a range of dates
 - sort the transaction list into either process or effective-date order.

Further details available from the ATO:

<http://www.ato.gov.au/content/00351012.htm>

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Managing ATO Debt

Do it yourself payment plans with the Tax Office

Using self-help service to pay tax debt by instalments

Your clients with a tax debt of under \$25,000 can enter into a payment arrangement with the ATO via our self-help service and pay off their debt by instalments.

How to make a payment arrangement

A payment arrangement can be made by your client by phoning our automated self-help numbers and following the prompts - there is no need to talk to a tax officer. You can make the arrangement on their behalf if you are an authorised contact.

Provided we accept the proposed arrangement, personalised payment slips will be issued within 15 working days to the postal address we have for your client on our records. This may be your own address.

General interest charge

General interest charge (GIC) is imposed on any amount not paid by the due date. If we allow your client to pay the tax debt late, they are required by law to pay the GIC. The GIC is tax deductible in the income year in which it is incurred. The law also provides for remission of all or part of the GIC in limited circumstances.

Eligibility to pay by instalments

Your clients will usually be eligible to pay their tax debt by instalments if they meet these conditions:

- The outstanding debt is less than \$25,000 - check the portal to establish account balance.
- Your client is unable to pay the debt off in full by the due date.
- Your client wants to pay this debt in instalments.
- The debt can be paid off by instalments within two years.
- Your client has adequate funds to enter into the payment arrangement and meet any future tax obligations on time.

If a client of yours meets all these conditions, then this self-help automated service could assist them.

Set up a payment arrangement To set up an arrangement to pay, you or your clients can phone:

- business self-help on 13 72 26 and enter 2, or
- individual self-help on 13 28 65 and enter 3.

To use the automated service you need:

- your client's Australian business number (ABN) or tax file number (TFN)
- full details of the amount outstanding - check the Tax Agent Portal to establish the account balance
- details of the arrangement they want to make, including the first payment date, payment frequency and amount of each payment.

The first payment date must be at least 15 working days after setting up the arrangement to allow for the personalised payment slips to be mailed out.

If you need to speak to us about your client's debt, you can phone us on 13 72 86 Fast Key Code 1 2 2.

[Click here for details from the ATO](#)

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Continued Professional Education



Annual Wage Review Webinar

How to apply the 2013 Annual Wage Review decision - a webinar for accountants and bookkeepers

The Fair Work Ombudsman will be conducting a special webinar for accountants and bookkeepers on the 2013 Annual Wage Review.

Each year FWO receives a large number of calls from accountants and bookkeepers following the AWR decision seeking information on how to apply the decision.

This specially targeted webinar will provide that information direct to the specialists who need it, without them having to join a phone queue.

The webinar will cover:

- how FWO will apply the AWR decision to rates of pay
- news on updates to FWO's range of pay tools
- where to get the information you and your clients need

Title: How to apply the 2013 Annual Wage Review decision - a webinar for accountants and bookkeepers

Date: Wednesday, June 26, 2013, **Time:** 12:00 PM - 12:30 PM AEST

After registering you will receive a confirmation email containing information about joining the Webinar.

Reserve your Webinar 'seat' now at:

<https://www1.gotomeeting.com/register/377524577>

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This month from the ICB Continued Professional Education webpage

Upcoming events

[ICB Network Meetings](#)

Nationally, Monthly

[Mentor program for bookkeepers](#)

Business mentoring for bookkeepers
10% discount for ICB Members

[Building Contractors Reporting](#)

Monday 3rd June, 10am presented by Leanne Berry longstanding MYOB Certified Consultant and member of PLRDA

[Excel – Getting a grip on Pivot Tables](#)

Presented by a Microsoft Office expert

[Xero - Your Business on Xero Event Series \(Bookkeepers\)](#)

Sydney, Brisbane, Adelaide, Melbourne, Perth and Online
27th May, 2013 - 4th June, 2013

[Hit the Ground Running for 1st July 2013!](#)

During this workshop Rick, a FICB and 20 yr MYOB Certified Consultant, will guide through the end of year tasks, practical checklists and problem prevention.

[18th June 2013](#) and [19th June 2013](#)

[How to Apply the 2013 Annual Wage Review Decision](#)

A webinar for bookkeepers and accountants
12pm - 12.30pm (AEST)
26th June, 2013

[Business.gov.au](#)

Face to face events and online webinars
Various topics to assist your business

[EzyLearn - Online Microsoft Excel courses](#)

Beginner to Advanced courses available

[BAS Agent Skill Set](#)

Holmesglen, Moorabbin, Vic

Over 3 days - 7th June, 14th June and 21st June, 2013

[Applied Education - Payroll Updates](#)

Perth via classroom

[Applied Education - Salary Packaging Updates](#)

Perth via classroom

[Applied Education - Xero Accounting and Payroll](#)

Perth via classroom

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ICB Network Meetings



Question for you to discuss this month??

This month's question for you all to debate at your network meeting is:

Your client has received an invoice dated 7th February 2013 for goods supplied in October 2010.

Are you obliged to pay this invoice given that the goods were supplied 2 ½ years ago and the supplier has only just realised they did not bill you for the goods? Should they have dated the invoice for when the goods were provided?

How would you treat this situation?

Let us know your thoughts and solutions by posting comments on the Q & A Space.

Q & A Space

Making you count

[Let us know your queries you would like addressed here](#)

Last month we asked you:

You took on a client back in 2010 and had to revise their payroll setup. You had to look at the setup for salary sacrifice and didn't notice that one employee had been set up incorrectly. Hence the employee has been receiving salary sacrifice payments to her super fund, but has also been receiving this amount in her net wage. The total amount paid to her incorrectly is over \$16,000.

Because her pay differs every month, nobody noticed until recently when a new employee was set up the same way with salary sacrifice and commented that he was happy to receive more money than he thought in his pay packet. This made someone in payroll check the set up.

What do you do when the mistake is brought to your attention? Do you have the right to reclaim the money from the employee?

ICB's Response:

An honest mistake on the part of the employer does not automatically give the employee the right to keep the money. Nor does it give the employer the automatic right to reclaim the money. The employee cannot be disadvantaged by having to repay the wages. But nor can the employee become “unjustly enriched” because of an unintentional clerical error by the employer.

To deduct the overpayment, the employer and the employee must agree on the amount and the time frame and this authority from the employee to deduct overpayments must be in writing. In many cases, resolution is reached amicably.

If the employer believes the money should be recovered but cannot get written permission from the employee the matter can go to the civil courts or be referred to a debt collection agency. In this case the employer would seek legal advice before taking any action to recover the funds if they are unable to obtain agreement from the employee.

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Upcoming Network Meetings

Join a network meeting this month, not just to share, but to also network and keep informed.

All ICB Network Facilitators volunteer their time to assist ICB in keeping you up to date and informed and without the help of these fantastic people it would not happen.

If you are unable to attend your local meeting due to time restraints or there isn't a meeting in your area, why not join us via webinar on the 2nd Friday of each month.

Webinars		
Online 14th June, 2013 - 12pm (AEDST)	Online 17th June, 2013 - 5pm (AEDST)	
Queensland		
Gold Coast (am and pm sessions) 11th June, 2013	Brisbane North 11th June, 2013	Brisbane South 18th June, 2013
South Sunshine Coast 13th June, 2013	North Sunshine Coast 6th June, 2013	Logan 19th June, 2013
Moreton Bay TBA	Bundaberg 4th June, 2013	Hervey Bay TBA
Cairns 21st June, 2013	Toowoomba 21st June, 2013	Townsville 14th June, 2013
New South Wales		
Sydney - Balmain 17th June, 2013	Sydney - Moorebank 5th June, 2013	Sydney - Randwick 19th June, 2013
Sydney - Brookvale 3rd June, 2013	Sydney - Hornsby 13th June, 2013	Sydney - Newport TBA

Sydney - Sutherland 19th June, 2013	Bathurst 18th June, 2013	Ballina 14th June, 2013
Bellingen TBA	Blue Mountains 17th July, 2013	Central Coast 12th June, 2013
Newcastle 19th June, 2013	Port Macquarie 17th June, 2013	Shoalhaven 17th June, 2013
Dubbo 13th June, 2013	Orange 20th June, 2013	
ACT		
Canberra - Phillip 11th June, 2013		
Victoria		
Burwood (am session) 5th June, 2013	Burwood (pm session) 13th June, 2013	Mordialloc 11th June, 2013
Docklands 14th June, 2013	Frankston 13th June, 2013	Cranbourne 11th June, 2013
Lilydale 21st June, 2013	Macedon Ranges 18th June, 2013	Geelong 11th June, 2013
Point Cook 11th June, 2013	Cobram 13th June, 2013	Horsham 11th June, 2013
Sale 13th June, 2013		
Western Australia		
Balcatta 18th June, 2013	Bunbury 4th June, 2013	Melville 12th June, 2013
Joondalup 17th June, 2013	Midland 12th June, 2013	
South Australia		
South Adelaide 6th June, 2013	Henley Beach 21st June, 2013	Para Hills 12th June, 2013
Unley 18th June, 2013	Mt Barker TBA	
Tasmania		Northern Territory
Hobart 17th June, 2013	Launceston 11th June, 2013	Darwin 11th June, 2013

These meetings are conducted in a relaxed and informal environment to promote discussion amongst those attending the meetings.

No meeting in your area?

We are always on the lookout for facilitators to run meetings in their local area so if you are interested please contact Rick Van Dyk at rick@icb.org.au



ICB Network Meetings are proudly supported by MYOB

Budget 2013 - Was there anything in it?

ICB Budget 2013 commentary

For individuals

No more bonuses for having a baby – other than the non-government ones.

Medical expenses tax offset going

Increasing the age pension qualifying age to 67 by 2023 (what on earth does that mean – they are making law about the qualifying age to be in place in 10 years time – who believes that law won't change?)

Some of the previously promised tax cuts have now been unpromised (go figure)

Medicare rate is going up – which I think means taxes have gone up (go figure)

A promised future tax rate cut (albeit a small one) has been withdrawn

Low income tax offset has been reduced

Offshore shift of Australian money has been targeted to generate Australian government revenue.

For business / employers

The super guarantee rate will go up as previously announced – increased cost of employing. For large companies the PAYG Instalments will need to be paid more often (over \$20m turnover) – cash out of companies bank accounts into the governments during an income year prior to the tax return being prepared, based on last years tax. (Sounds like the old provisional tax system).

For infrastructure

More money for roads and rail projects

A further \$80.2m towards the ABN administration, ABR and AUSkey systems and the ongoing implementation of Standard Business Reporting

For details

There are many free briefing papers around. Our strategic technical publishing partner Thomson Reuters provide their weekly tax bulletin for the special budget release for free on their website -

<http://www.thomsonreuters.com.au/browse/budget/>

For all Thomson Reuters publications at ICB Member pricing access

http://www.icb.org.au/Products_and_Solutions/Thomson-Reuters

ICB Budget Commentary

So the revenue to Government has increased but they budget to spend \$18b more than they are going to get.

They blame it on revenues are down – now that isn't that revenues are down but actual revenues are below what they budgeted previously – so real revenue went up but the previous budget overstated revenue. None of this is new and novel or unique it's just poor.

Politically they have stamped expenses to happen on the Disability Scheme and School reform which appears to be the only thing of “radical” infrastructure change that this budget has restated and brought into being, or at least proposed.

As with so many “released” / “announced” policies and promises we will need to wait to see what actually gets into parliament and then what it looks like by the time it comes out of parliament..... and I think we have an election coming so will anything happen?

How does a federal budget actually work? The revenues need to grow in order for them to have more to spend. But unless they are also spending on creating the positive environment for money creation in Australia then revenues won't increase. Natural increase sure but the future of Australia requires ongoing improvement to our business and employment environment.

They again have talked about returns to a surplus budget (eventually ie 2015) but it appears to be based on revenue increase to government from mining tax and carbon tax which is subject to severe doubt by most commentators.

What happens? Cash is promised to get loud noise and buy votes – short term media grab instead of long term structural improvement.

Having said that, there is some infrastructure money in this budget.

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MYOB buys BankLink

The fight over bank feeds heats up as MYOB secures their feed of data from the Banks.

ICB is a huge fan of the BankFeed functionality in software and have made the statement previously that "all accounting software in Australia now should have bank feeds".

We have also expressed that the software needs to be ensuring the security, the stability and the reliability of the information received. It seems MYOB have secured their way forward to provide ongoing reliable bank feeds.

We also want the software to conduct a second process of verifying the calculated bank balance (from the feed) to the balance that the bank advises. A reliable proof for reconciliation purposes.

[The PDF of the full media release is available here.](#)

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Paid Parental Leave change for Dads

Dad and Partner Pay

We are all aware of the 18 weeks of Paid Parental Leave available to eligible working parents of newborn or recently adopted children.

Dad and Partner Pay is a new payment under the Australian Government's Paid Parental Leave scheme. It is now available to eligible working dads or partners who care for a child born or adopted from 1 January 2013. It provides eligible working dads or partners (including adopting parents and same-sex couples) with up to two weeks of government-funded pay at the National Minimum Wage (currently about \$606 per week before tax).

Dad and Partner Pay is funded by the Australian Government. Employers do not have an administrative role — it will be paid directly by the Australian Government. The Employers main role is to discuss and agree on unpaid leave arrangements for the eligible dads/partners.



Some self-employed, contractor and casual workers may also be eligible for the payments, which will be fully administered by the government.

Dad and Partner Pay can be taken any time in the first year after birth or adoption.

To be eligible for Dad and Partner Pay, you need to be one of the following:

- biological father of the child
- partner of the birth mother
- adopting parent
- partner of the adopting parent
- parent in a surrogacy arrangement
- partner of a parent in a surrogacy arrangement, or
- same-sex partner of:
 - the birth mother,
 - biological father, or
 - the adopting parent

And, you:

- are an Australian resident
- provide care for a child born or adopted from 1 January 2013
- had an individual adjusted taxable income of \$150,000 or less in the financial year either before the date of your claim or the date your Dad and Partner Pay period starts (whichever is earlier)
- meet the work test, which requires you to have worked for:are on unpaid leave or not working during your Dad and Partner Pay period
 - at least 10 of the 13 months before the date your Dad and Partner Pay period starts, and
 - at least 330 hours in that 10 month period (just over a day a week), with no more than an eight week gap between two consecutive working days, and
- are on unpaid leave or not working during your Dad and Partner Pay period

Dad and Partner Pay **can** be in addition to the 18 weeks of Paid Parental Leave. If, however, the Dad or partner has used some of the Paid Parental Leave entitlement, then the 2 weeks Dad or Partner Pay becomes part of the 18 weeks not in addition.

To receive the total payment of 2 weeks, the Unpaid Leave cannot be split. If the Dad/Partner takes only one week and then another week later - the government payment will only be for the first week and the second week is not eligible.

Please also note:

- In the case of a multiple birth or adoption, for example twins, Dad and Partner Pay can only be paid once.
- Dad and Partner Pay is taxable income and may affect other family assistance payments.
- If you are the birth mother, you are not eligible for Dad and Partner Pay.
- The birth mother does not need to receive Parental Leave Pay for the father or partner to get Dad and Partner Pay.
- If eligible, your family can receive Baby Bonus or Parental Leave Pay for the same child you receive Dad and Partner Pay for.

Most of the information is not relevant to most of our clients. The important thing to note is a Dad or Partner Pay is available as part of Paid Parental Leave. The Australian Government will pay it directly to the eligible Dads/Partners. The employees need to be on unpaid leave for two weeks.

For further details:

<http://www.humanservices.gov.au/business/services/centrelink/paid-parental-leave-scheme-for-employers/>

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The top 5 financial problems small business have - and how to fix them

Are you struggling to look after your business finances?

[BusinessVictoria](#) has written up their solutions to the top 5 financial problems affecting small business.

BusinessVictoria's tips include:

1. cashflow – make sure you have a debt management process in place. Be aware of how long it takes you to deliver a product or service, as this aspect of your business could be 'hiding' some of your profit
2. rising costs – while business costs are on the rise, shop around for a better deal on the services you need, such as bank loans, electricity and insurance suppliers
3. taxation and business regulation – stay up-to-date on tax requirements by subscribing to updates from the Australian Taxation Office
4. the high Australian dollar – while the current market is good, prepare strategies for the future, when the Aussie dollar may drop in value
5. interest rates – consider fixing the interest rates on some of your debts. Make sure you plan for future scenarios where interest rates may increase: use a cash flow forecasting template.

Read more about financial solutions on the [BusinessVictoria website](#).

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Hiring family and friends? - What your clients need to know.

Here are some key facts your clients need to know about hiring friends and family in their businesses:

- To avoid uncertainty and to reduce risk, your clients should always prepare a contract of employment that sets out the key terms and conditions of each person's employment
- Your client's friends or family members may have higher expectations in relation to their wage, and your clients should consider this before extending any offers of employment
- All employees – whether family, friends, or not – are entitled to the same termination and redundancy entitlements. Ensure your clients don't make the mistake of sacking a friend or family member without going through a proper process or without giving the necessary amount of notice
- If your client plans to engage their children to work in their business, they should pay careful attention to the special rules that apply under state and territory laws. Remember too that if your client is hiring someone else's children, your client may be required to apply for a 'Working with Children' authorisation from your state or territory government.



Here at Workforce Guardian we've sadly handled many cases involving friends and family members in dispute with one another over employment-related matters. All too often the issues come down to a lack of clear communication at the outset around general expectations, entitlements and working conditions. In many cases, the employer unsuccessfully argues that the friends or family members they engaged weren't meant to become 'employees', but intentions rarely count if the matter ends up at the tribunal.

Remember, Australia's workplaces are now heavily regulated by the Fair Work Act 2009 – including the 10 National Employment Standards (NES), Awards, Health and Safety laws and more. It's more important now than ever before to ensure your clients' working arrangements are fully compliant – even when those they engage are people they love and trust.

It's never been harder to run a small business in Australia. The costs associated with tax compliance, Workplace Health and Safety and insurance coupled with complex red-tape can cause even the toughest business owner to occasionally wonder why they keep their doors open.

You're no doubt already aware that one of your clients' biggest costs is their employees. So it should come as no surprise to learn that more and more small business owners and contractors are choosing to engage friends and family to help make ends meet. But be warned – what can start off as a great way to save money can end up becoming a costly mistake.

Have a great month.

David Bates BA(Govt) LL.B(Hons)
Managing Director
www.workforceguardian.com.au



Workforce Guardian provided this article as a free support to ICB

and its members

[For more details regarding Worforce Guardian, click here](#)

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From the ICB

This month...



Business Newsletter - eBrief - May 2013

Welcome to the May 2013 Bookkeeping eBRIEF, YOUR newsletter for YOUR business

Bookkeeping eBRIEF is a business newsletter - Bookkeeping eBRIEF is published by ICB to provide information to your business on a monthly basis.

Keeping you and your business in front.



Click the button to subscribe now and each month you will receive the Bookkeeping eBRIEF directly to your inbox

You can download the May newsletter for your business here:

- [May 2013 Bookkeeping eBRIEF](#)

[Back copies are available here](#)

Templated business information newsletters are not a new concept but are certainly a new concept in bookkeeper space.

"The best bookkeepers using the best resources".

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What's new this month

New Resources

- April 2013 Members Newsletter Podcast - [Link](#)
- The BAS Agent, Edition 36 - [Link](#)
- ATO Small Business Newsletter - [Link](#)
- Assets and Depreciation Guide 2013 - [Link](#)

News Items

- [ICB Budget 2013 Commentary](#)
- [Your business on Xero Event Series \(Bookkeepers\)](#)
- [Notify the TPB of changes in your practice](#)
- [Taxable Payments Reporting - Construction](#)
- [From the ATO - BAS Agent Webinars](#)
- [From the ATO - Don't forget your tax return](#)
- [Mailout for the building and construction industry](#)
- [Tax Practitioners Board coming to Perth](#)

ICB Q & A Space News

During May there has been a lot of discussion and interest in '[Hand Holding](#)', not what you might do on your first date by the way, but what would you do when one of your clients grows to the stage they find it more economical to employ someone to do their books on day to day basis. How would you handle the constant queries and questions from that new employee??

Also this month there is a lot of interest in '[Cloud hosting and privacy principles](#)', a very hot topic indeed and we are sure that these questions and queries regarding 'The Cloud' are going to increase as time goes on. What are your thoughts on these issues? Keep asking your questions on things you are not sure of.

Feel free to ask your questions regarding any issue you may be having or if you require clarification, we are here to help.

Products and Solutions



Secured Signing

Bookkeepers Move to Online Digital Signing of Documents - Case Study

When Linda Nicolas, Registered BAS Agent and Principal at Numerus Business Services, was looking to improve efficiency and shorten business practices for paper handling and document signing, she approached Secured Signing, the compliant digital signature service, that allows her and her clients to securely fill-in and sign online electronic documents.

“Secured Signing solution is mainly used for signing BAS lodgement authorisations and engagement letters,” says Linda. “It saves me and my clients the lengthy, inefficient process of sending the document, printing it out, signing it, scanning it, and delivering around. It also solves the problem of a document’s poor quality by the time I get it back.”

In addition to the above advantages, every signature incorporates a time stamp and is accompanied by an accurate signing process audit trail. The cost saving, reliable system also provides for real-time monitoring and management of signing and follow-up processes: “Following the implementation of Secured Signing, I no longer need to try and remember who has signed, and who hasn’t. I just lodge the document, and reminders are sent automatically until the signing process is completed,” says Linda.

Clients are able to fill-in and sign documents online from anywhere, anytime, using PC, Mac, or any other tablet device. Linda sums up her substantial experience saying: “All my regular clients adopted the system easily.”

ICB members have a special price plan. For more details please visit:

http://www.icb.org.au/Products_and_Solutions/Secured-Signing

Contact Secured Signing 1800 305 175 by email info@securedsigning.com

From the ATO

Electronic a MUST for \$20m+ business

From the ATO

Electronic lodgement and payment requirement for businesses with \$20 million or more GST turnover.

Businesses with a GST turnover that meets or exceeds the electronic lodgement turnover threshold of \$20 million are legislatively required to:

- lodge their business activity statements electronically and
- pay their tax debts electronically.

We have been contacting businesses (and their tax practitioners) to notify them of their obligations and support their move to electronic lodgment and payment.

Where electronic lodgment and/or payment does not occur businesses can be subject to a penalty. These penalties are currently 5 penalty units each, equivalent to \$850 per event.

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ATO commitment of standards to you

The five (5) ATO service commitments identified are:

- Helpful and accurate - You help me by giving me accurate information that I can rely on and understand
- Easy to deal with - You make it easy for me to access the services and information I need.
- Timely - The time taken in my dealings with you is acceptable to me
- Keep me informed - I am informed of what I need to do and you let me know of status or delays.
- Be professional - You are professional because you treat me respectfully, courteously, and you are knowledgeable in my dealings with you.

For more information on the [ATO's service standards](#) please refer to the ATO website.

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Check your AUSkey authorisations

Tax agents affected by online fraud From the ATO

The personal identity of a small number of tax agents has been stolen to create unauthorised AUSKeys. As you know, AUSKeys allow access to the BAS Agent Portal and taxpayer information.

While we are confident we have contained the immediate threat, there are some precautions you should take to be certain your practice's information is secure.

What you need to do

The agent in your practice who holds the administrator AUSKey should review the AUSKeys registered to the practice. To do this:

- Go to www.auskey.abr.gov.au and select Login
- Select Manage AUSKeys under the heading My Business from the left hand menu. This will provide you a list of AUSKey holders registered against your practice
- Review the list of your AUSKey holders (displays up to 15 AUSKeys per page)
- If you identify a name and/or email address that does not belong to your practice, or a duplicate that cannot be explained, the AUSKey should be cancelled. This can be undertaken by selecting the record identified and at the details screen selecting Cancel AUSKey holder
- At the Confirm cancellation screen, select Submit
- The Submitted screen will then confirm that the cancellation of the AUSKey was successful. Select Next to return to the list of AUSKey holders. The cancelled AUSKey will now display a status of 'Inactive'. Continue examining your AUSKey holdings, cancelling any further unauthorised AUSKeys
- Any unauthorised AUSKeys which you identify should also be reported to us by phoning 1300 146 094 Fast Key Code 1 1 2. We will work with you to ensure your identity and that of your clients is protected.

If you need further assistance in cancelling unauthorised AUSkeys, phone 1300 146 094 Fast Key Code 1 1 1.

Doing business online has many benefits, but it also comes with risks that need to be managed carefully. Those looking to commit fraud are constantly looking for ways to profit so it is critical that you remain vigilant regarding online security and information. You should regularly review your AUSkey holdings to protect your practice.

Geoff Leeper
Second Commissioner
Enterprise Solutions, Technology and Operations

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ICB Links

- [Apply for ICB Membership here](#)
- [Renew your ICB Membership here](#)
- [ICBenefits - Cashback and Savings for ICB Members](#)
- [BAS Agent updates and information](#)
- [Other Newsletters](#)
 - [The BAS Agent](#)
 - [ATO Small Business Newsletter](#)
 - [Workforce Education News](#)
 - [The Association of Payroll Specialists \(TAPS\)](#)
 - [Calxa](#)
 - [Xero Bookkeeper News](#)

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ICB Membership Statistics

3,698

2,268 Members maintain Fellow, Member, Associate, Affiliate and Educator membership, ICB also has 1,373 Student Members and 57 Subscriber Members.

To date during May we have admitted 25 new Members, upgraded 11 Students to Member status. We have also renewed 145 Members and 20 Students.

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ICB Supporters and Sponsors



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Please note that, in between newsletter issues, articles may be published straight to the *Latest News* section of the website. Please check the headlines which can be found in the top right of the website homepage, to ensure you stay up-to-date.

The Institute of Certified Bookkeepers complies with the Spam Act 2003 and we have a documented [Spam Policy](#) on our website. You can unsubscribe from ICB newsletters and updates [here](#).

ICB's Newsletter contains news articles, links and regular sections that we feel will be of interest. If there is anything that you would like to see, whether a regular feature or a one-off, please let us know. Email your ideas to admin@icb.org.au

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The monthly Newsletter for members of the Institute of Certified Bookkeepers.

A selection of those articles listed are accessible by ICB Members **ONLY** - ICB Members, you will need to be logged onto the ICB website to view all the articles in full.

The newsletter of ICB is designed as information and resources for Bookkeepers with clients and also bookkeepers in employment.

The content of the newsletter maybe relevant in part or in whole to other publications or other purposes.

The ICB withholds all rights of all content that is restricted to member access only and that information included in the member newsletter. Member only information is not to be reproduced without specific consent from ICB.

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